
June 12, 2017

**TOWN OF OLD SAYBROOK
WATER POLLUTION CONTROL AUTHORITY
302 Main Street
Old Saybrook, CT 06475**

REGULAR MEETING MINUTES

Monday, June 12, 2017

The Town of Old Saybrook Water Pollution Control Authority met on Monday, June 12, 2017 in the Old Saybrook Town Hall, 1st Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut, to conduct its regular meeting.

I. Call to Order

The meeting was called to order by Secretary Jason Becker at 7:00PM.

II. Roll Call of Members

Secretary Jason Becker, Chuck Wehrly, Peter Stump, and Robert Senger were present. Chairman Elsa Payne, Vice Chairman, and George Gwizd were absent. Joseph Kulowiec, Alternate, was present and seated.

John Giannini, Alternate, was not present.

In Attendance: Stephen Mongillo, Program Manager; Gratia Lewis, WPCA Financial Manager; Robbie Marshall, WPCA Coordinator. Bruce Chudwick of Shipman & Goodwin. Jim Vanoli, WPCA Site Manager.

III. Pledge of Allegiance

IV. Approval of Minutes: Regular Meeting May 8, 2017

A motion was made by Robert Senger to approve the May 8, 2017 Regular Meeting Minutes. The motion was seconded by Peter Stump. Chuck Wehrly noted that he minutes indicated that Peter Stump was absent though he had arrived late.

An amended motion was made by Robert Senger to approve the May 8, 2017 Regular Meeting Minutes with the inclusion of Peter Stump having arrived late. The motion was seconded by Peter Stump. No further discussion. The motion was carried unanimously.

V. Comments from Chairman and Members – none.

A motion was made by Robert Senger to amend the meeting agenda to include the discussion of the CWF Extension. The motion was seconded by Joseph Kulowiec. No discussion. The motion was carried unanimously.

VI. Phase II CWF Extension: Act

Attorney Bruce Chudwick of Shipman & Goodwin discussed schedule completion dates, when payment notes are due, an amendment to the grant and loan agreement, and the establishment of a Debt Service Reserve Fund based upon his discussions with the Attorney General and Treasurer for the State of Connecticut, and current laws that have been passed that effect the Clean Water Funds.

Secretary Jason Becker read the following Resolution into the minutes:

TOWN OF OLD SAYBROOK

WATER POLLUTION CONTROL AUTHORITY

RESOLUTION AUTHORIZING THE EXTENSION OF THE CLEAN WATER FUND INTERIM FUNDING OBLIGATIONS FOR PHASE II OF THE DECENTRALIZED WASTEWATER MANAGEMENT DISTRICT PROGRAM

June 12, 2017

WHEREAS, the Project Loan and Project Grant Agreement between the State and the Town of Old Saybrook under the Clean Water Fund Program for projects in Phase II of the Decentralized Wastewater Management District Program (the "Agreement"), allows for the extension of the short term financing (the "Interim Funding Obligations" or "IFOs") to allow the WPCA and the Town additional time to proceed with or complete the projects in Phase II before permanent financing is required, and

WHEREAS, the current IFOs mature on June 30, 2017.

BE IT RESOLVED, that the Chairman or Vice Chairman of the WPCA is hereby authorized, on behalf of the WPCA, to execute and deliver all documents for the extension of the IFOs in accordance with the Agreement.

A motion was made by Peter Stump to accept and approve the Resolution Authorizing the Extension of the Clean Water Fund Interim Funding Obligation for Phase II of the Decentralized Wastewater Management District Program as read by Secretary Jason Becker. The motion was seconded by Joseph Kulowiec. Chuck Wehrly inquired as to what the extension dates are to be. Attorney Chudwick responded that you are only allowed to go out one (1) year past the scheduled completion date. Mr. Wehrly inquired as to whether it was required to indicate what the extension date is in the Resolution. Attorney Chudwick responded that it was not necessary. Jim Vanoli and Attorney Chudwick discussed the impact of the scheduled completion date on the remaining Phase II properties. Discussions were held regarding outlying AT properties, Phase III and community systems. No further discussion. The motion was carried unanimously.

VII. Staff Reports

a. Financial Reports

Gratia Lewis presented for acceptance by the WPCA Board the WPCA Operating Budget for May 2017 dated June 5, 2017.

A motion was made by Robert Senger to the accept the WPCA Budget Report for May 2017. The motion was seconded by Peter Stump. No discussion. The motion was carried unanimously.

Ms. Lewis distributed the CWF Requisition Summary Report through Requisition #26 for the WPCA Board's information.

Non-Construction Invoices: Wright-Pierce for professional engineering services for April 2017 in the amount of \$32,400.94; CRAHD for April 2017 in the amount of \$2,322.37 and May 2017 in the amount of \$1,509.18; Fuss & O'Neill for professional engineering services for April 2017 in the amount of \$5,443.70 and May 2017 in the amount of \$8,019.52; and Indigo Land Design for professional engineering services for 29 Sherman Street in the amount of \$3,000.00. Total non-construction invoices is \$52,695.71.

A motion was made by Peter Stump to pay the non-construction invoices totaling \$52,695.71. The motion was seconded by Joseph Kulowiec. Chuck Wehrly inquired as to why 29 Sherman Street was an emergency. Answer tabled to discussion under Construction Invoices. No further discussion. The motion was carried unanimously.

Construction Invoices: JTR, LLC for 29 Sherman Street in the amount of \$23,750.00, 29 Sherman Street in the amount of \$6,298.50 and 29 Sherman Street in the amount of \$246.30; MAN-5 remaining retainage in the amount of \$7,520.00; CPT-1 for 5 Clearwater Road in the amount of \$10,921.28 and 5 Cottage Road in the amount of \$8,030.74. Total construction invoices is \$56,766.82.

A motion was made by Robert Senger to pay construction invoices totaling \$56,766.82. The motion was seconded by Chuck Wehrly. Peter Stump inquired as to whether all loose ends have been tied up in MAN-5 to warrant paying the retainage. Jim Vanoli discussed how 29 Sherman Street became an emergency. 29 Sherman Street had been completed in the regular MAN-2 contract, however the system that was installed failed. Three test holes were dug for the property at the time of the original installation. The groundwater readings, at the time, were accurate for the installation, however with all of the rain we have received since the installation, the groundwater levels increased sufficiently to cause the leaching system to fail. No further discussion. The motion was carried unanimously.

i. UCOA Accounting System

Ms. Lewis briefly discussed the new accounting system that goes live on July 1, 2017. Ms. Lewis will prepare a memorandum to more fully explain the system and how invoices will be paid for the next regular meeting on July 10, 2017.

b. Coordinator's Update

Robbie Marshall commented on CIRCA workshop; CAC commented on an increase to 7,500 gallons per day.

c. Program Manager's Report

Stephen Mongillo commented on ordering the new van; restoration issues; training session on new accounting program; saw dust and wood chip leaching system at Transfer Station.

VIII. Old Business – none.

IX. New Business

a. CPT-3 Caveat: Act

A **motion** was made by Robert Senger to allow the Chairman of the WPCA Board to sign the CPT-3 Caveat.. The motion was seconded by Joseph Kulowiec. No discussion. The motion was carried unanimously.

b. CPT-3 Bid Contract Award: Act

A **motion** was made by Robert Senger to award the CPT-3 Contract to Schumack Engineered Construction in the bid amount of \$430,678.75 as the lowest responsive/responsible bidder. The motion was seconded by Chuck Wehrly. No discussion. The motion was carried unanimously.

c. Lawn Restoration Policy: Act

Stephen Mongillo discussed the Lawn Restoration Policy.

A **motion** was made by Joseph Kulowiec to accept the Lawn Restoration Policy. The motion was seconded by Peter Stump. No discussion. The motion was carried unanimously.

X. Executive Session pursuant to Connecticut General Statutes Section §1-210(b)(4) – for discussion pertaining to strategy and negotiations with respect to pending enforcement litigation.

A **motion** was made by Robert Senger to enter into Executive Session pursuant to Connecticut General Statutes Section §1-210(b)(4) – for discussion pertaining to strategy and negotiations with respect to pending enforcement litigation and to include the WPCA Board, Stephen Mongillo, Robbie Marshall, and Gratia Lewis. The motion was seconded by Peter Stump. No discussion. The motion was carried unanimously.

The WPCA entered Executive Session at 9:07PM.

The WPCA returned to Regular Session at 9:31PM.

No motions were made, nor were any votes taken during Executive Session.

XI. Public Comment – none.

XII. Adjournment

A **motion** to adjourn was made at 9:31PM by Peter Stump. The motion was seconded by Joseph Kulowiec and carried unanimously.

The next regularly scheduled meeting will be held on Monday, July 10, 2017 at the Old Saybrook Town Hall, 1st Floor Conference Room, 302 Main Street, Old Saybrook, Connecticut.

Submitted By,

Melissa S Lewis

Melissa S Lewis
WPCA Administrative Assistant